

Section 355 Community Facility Hazard Report



Section A

To be completed when reporting a hazard which has potential to cause injury to a person. All hazards should ideally be addressed at the local Committee level before being submitted to Council.

Location			
Date			
Reported Hazard			
Name			
Phone Number			
Address			
Description of Hazard (<i>write a detailed description of the hazard</i>)			
Risk Rating (<i>circle</i>)	High Risk	Medium Risk	Low Risk
Does Risk require action	Within 1 week	Within 1 month	When Schedules

What Action should be taken to fix the hazard?

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Section B –

To be completed by Lockhart Shire Council

Hazard Investigated (circle)	Yes	No
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Corrective Action Taken

Signed Management Committee	
Date	

Signed Council Manager	
Date	

Action Completed (circle)	Yes	No
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Signed Off Manager	
Date	

NOTE: Please ensure this is registered with HR/Enterprise Risk Manager – Nadine Douglas
 ndouglas@lockhart.nsw.gov.au